

~~CONFIDENTIAL~~

Advisor for Management

25 July 1951

Chief, Administrative Services

25X1A

CIA Regulation No. dated 14 July 1951

1. Reference is made to paragraph 6 section C of the subject regulation.

a. Sub-paragraph (2) (b) provides that the Chief, Administrative Services, is responsible for the establishment and operation of a repository for vital materials.

b. Sub-paragraph (5) provides that the storage maintenance and indexing of all vital materials received at the repository is the responsibility of the chief of the field installation where the repository is located.

2. The responsibility for the maintenance of vital materials and indices pertaining thereto is the responsibility of the Chief, Administrative Services, acting through the CIA Records Officer and the Custodian of Vital Materials, the latter being physically located at the repository and who reports to the Chief, Administrative Services, for operational direction and to the chief of the field installation for administrative support.

3. Accordingly, it is requested that the subject regulation be revised.

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HJP:MEW:mpk

cc: Chrono
Chief, Records, Mgt. & Dist.
Records Mgt. file

Mr. Peel
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re same.